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## **LETTER OF INQUIRY**

### **REQUIRED for general funding applicants**

Before you go through the effort of completing an OED grant application, a letter of inquiry will enable our office to make a determination that your project/program/event is aligned with OED goals and within the scope of available funds. We will then e-mail you notice that you should proceed /or not proceed with sending in a grant application.

The letter of inquiry should be approximately 1 to 1 ½ pages and include the following:

- a. Name of Organization
- b. Purpose for the grant
- c. Amount of funds requested
- d. Timeframe for funds to be used
- e. List of partners, other sponsors and/or matching funds
- f. Who will benefit from the project or event
- g. Economic impact for Maui County

Please email your letter of inquiry to [economic.development@mauicounty.gov](mailto:economic.development@mauicounty.gov) with the subject line **Letter of Inquiry – [YOUR ORGANIZATION]**.

On request from OED to proceed, please complete the **FY2016 OED Grant Application**, being sure to follow all instructions.

**Please keep in mind, if given approval to submit the grant application, this does not mean you will automatically receive funding support. Your project/program/event will be evaluated based upon the work plan, budget, and strength of resources, measures of success and completeness of required documentation.**